

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

7110.108

6/30/92

SUBJ: STANDARD OPERATING PROCEDURES FOR
OPERATIONAL ASSESSMENT TEAMS (OAT)

1. PURPOSE. This order prescribes the methods and procedures for conducting an operational assessment of a field facility.
2. DISTRIBUTION. This order is distributed to the branch level in Washington and regional air traffic offices, the FAA Academy, and all air traffic field offices and facilities.
3. BACKGROUND. Increased air traffic operations in the national airspace system require optimum utilization of available airspace and airports. The Director of Air Traffic System Management (ATM-1) established the Air Traffic Operational Assessment Team (OAT) concept in order to respond to user, regional and facility interests in efficient air traffic operations. These teams analyze traffic management procedures and techniques, control room supervision, runway and airspace utilization, - communication and coordination procedures and other areas based upon local circumstances. They assist facilities in developing efficient and effective methods of managing air traffic and in disseminating locally developed operational solutions to other facilities where they may be applicable. For this reason OAT's may be scheduled to visit facilities where operational inefficiencies are apparent, or those which are operating particularly well with respect to airport or airspace utilization.
4. RESPONSIBILITIES.
 - a. The Director of Air Traffic System Management, ATM-1 shall:
 - (1) Authorize the formation of an OAT and determine the facilities to be visited.
 - (2) Notify the regional air traffic division (ATD) manager of the facility/facilities which will be visited and of the areas of particular interest to the team. Regional ATD managers shall be notified at least 10 working days in advance of the visit.
 - (3) Inform the ATD Manager of the assistance and resources required to accomplish the assessment.

Distribution: A-W(AT/TM/TP/TR/TH/TZ)-3; A-X(AT)-3;
A-FAT-O(STD); A-Y(AY)-3

Initiated By: ATM-100

(4) **Review** and ~~approve~~, as appropriate, the recommendations of the **assessment** team.

(5) Forward an executive summary and full **operational** assessment report to the **ATD** Manager, and to **Headquarters** services as appropriate, containing the **team's** observations and recommendations. The full report shall contain specific instructions for **ATD's** and facilities to follow in developing action plans to respond to **the team's recommendations**. The **ATD/facilities** shall **normally be** tasked to prepare draft action plans within **30** days of receipt of the **report**.

(6) Review and approve, as appropriate, the action plans developed by the **ATD/facility**.

(7) Close the operational assessment **action items** when appropriate.

b. The Civil Operations Program Office, **ATM-100**, shall:

(1) Appoint the team lead.

(2) Assemble the personnel to complete the assessment, including representatives from air traffic facilities, regions and headquarters offices as appropriate.

(3) Conduct the operational assessment through monitoring of control positions, observation, research, and analysis of the air traffic operation.

(4) At the conclusion of the assessment, **present an executive** summary briefing to **ATD** and facility management.

(5) Forward to ATM-1, within **30** days of completion of the visit, an executive **summary** and full **assessment report** that includes the OAT's **specific** observations and recommendations .

(6) Not later than the deadline for the **ATD/facilities** to prepare draft action plans, conduct a **follow-up visit with facility and** regional representatives. The purpose of the follow-up visit will be to assist the **ATD/facilities** in finalizing their draft action plans.

(7) Review the facility/regional response to the OAT's report and follow-up visit.

(8) Monitor the action plans until completion.

c. The regional ATD Manager shall:

(1) Ensure the facility/facilities are notified of and prepared for the OAT **visit**.

(2) Review the facilities@ action plans that **respond** to the **OAT's** recommendations.

(3) Provide assistance and resources, as **necessary**, to **complete** the approved action plans.

(4) Monitor the facility's action plans and provide **ATM-1** with **60-day** updates until satisfactory completion, unless directed otherwise.

(5) Provide a regional representative to function as a full member of the OAT.

d. The Air Traffic Facility Manager shall:

(1) Present an operational activities in-briefing which includes traffic management initiatives, airspace and runway utilization, traffic trends analysis, and other information as requested.

(2) Provide administrative support to the OAT. . .

(3) Develop action plans to address the observations and recommendations of the OAT, as directed by the **ATD**.

(4) Forward action plans to **ATM-1**, through the regional **ATD** manager.

(5) Implement the approved action plan and provide the regional **ATD** manager with **60-day** updates on open action items, unless directed otherwise.


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